

KIRK CALDWELL
MAYOR

DEPARTMENT OF ENVIRONMENTAL SERVICES
CITY AND COUNTY OF HONOLULU
REFUSE DIVISION

1000 ULUOHIA STREET, SUITE 201, KAPOLEI, HAWAII 96707
TELEPHONE: (808) 768-3200 • FAX: (808) 768-3434 • WEBSITE: <http://opala.org>

LORI M.K. KAHIKINA, P.E.
DIRECTOR

MANUEL S. LANUEVO, P.E., LEED AP
CHIEF

OFFICE PAPER RECYCLING COMPLIANCE FORM 2013

(Date Here)

Revised Ordinance of City & County of Honolulu, Sec. 9-3.1 requires all office buildings with 20,000 square feet or more of office space to provide for the separate collection and recycling of office paper, newspaper and corrugated cardboard. In so doing, office buildings shall not place those recyclable materials in the same container as those holding refuse. City representatives conduct random inspections of businesses affected by this law.

To verify your compliance with this law, we must obtain information about your current **office paper** recycling program. Please complete this form, including **signature by the owner or general manager** certifying its accuracy, and **return by** _____.

Address (if different than above): _____

Contact person: _____ **Title:** _____

Phone number: _____ **E-mail:** _____

Property Management Company: _____

Check appropriate box:

- ☐ Office building is in compliance – office paper, newspaper, and cardboard are not placed in the same container as refuse.

Approximate **monthly** generation:

office paper: _____ **lbs** **newspaper:** _____ **lbs** **cardboard:** _____ **lbs**

(Obtain this information from your recycling company. One 96-gallon cart equals approx. 197 lbs.)

Paper Recycling Company: _____ **Phone:** _____

- ☐ Office building is **not** in compliance and needs assistance.

Explain: _____

- ☐ Office building is exempt due to: ☐ less than 20,000 sq. feet ☐ other _____

If you have questions or need assistance contact Eileen Helmstetter at mhelmstetter@honolulu.gov or 768-3426. Recycling information is also available online at www.opala.org.

If this form is not returned, an inspector will be dispatched to your establishment to verify compliance. Businesses not in compliance may be subject to fines.

I certify that the foregoing statements are correct to the best of my knowledge.

Name (print)

Check one:

☐ Owner ☐ Property Manager

Signature

Date

FAX to 768-3434 / mail by folding form in thirds / scan-email to mhelmstetter@honolulu.gov

[To mail, fold page in thirds, tape at bottom and affix stamp.]

Return address:



PAPER-2ND Notice

City and County of Honolulu
Environmental Services Department
Refuse Division - Recycling Office
1000 Uluohia Street, Suite 201
Kapolei, Hawaii 96707